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| **2023-24 Ph.D. Career Pathways Fellowship Program**  **Development Research Consultant**  **at UT Foundation Relations** |

**INTERNSHIP DETAILS**

Site Organization: UT Foundation Relations

Location: **Remote**

Eligibility: This position is offered through the Ph.D. Career Pathways Fellowship Program. Visit our [website](https://careerengagement.utexas.edu/graduate-students/get-experience/phd-career-pathways/) to learn more about eligibility to apply to this program.

**PROJECT DESCRIPTION**

Foundation Relations strives to advance the university’s academic, research and institutional goals through lasting partnerships with foundations. These partnerships help develop solutions to technical and social challenges, enrich the excellence of faculty research and teaching, and help generations of exceptional students realize their academic potential. The Development Research Consultant will conduct research that supports the Foundation Relations team in developing strategies and proposals in partnership with university leaders, faculty and staff to secure significant foundation gifts for the University of Texas.

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| **KEY RESPONSIBILITIES**   * Conduct research on donor activity * Provide analysis and make recommendations to solicit foundation gifts. * Develop an understanding of current fundraising priorities across campus * Write, edit and submit letter of intent and full proposals |

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| **DESIRED SKILLS**   * Demonstrated ability to think strategically and creatively * Understanding and ability to converse thoughtfully and intelligently about topics related to education * Excellent verbal, written, and interpersonal communication skills |

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| **BENEFITS OF JOINING OUR TEAM**   * Experience working with a cross-disciplinary team to develop partnerships with faculty and foundations * Opportunity to expand your network through collaboration with internal and external stakeholders * Experience in leveraging research, writing and communication skills in the field of development * Contribute to initiatives that support research, innovation and discovery |